



MedStaff Central • on MS Teams

QUICK SETUP GUIDE



- Set up Microsoft Teams (MS Teams) while onsite at a PHC, VCH or PHSA facility, or remotely from your home or community office. No personal license is needed.
- Use your health authority login for one-time set up only.
- You can choose to stay logged in for seamless access to your PHC Medical Staff Teams and associated channels.



Before you start

Have these essentials ready

Login credentials from any BC health authority:
e-mail and password (UBC login will not work)

A mobile phone + computer: laptop, PHC desktop

Any browser / system: Windows, MacOS
Android, iOS/iphone, iPad, other mobile devices

Apple or Google App store on your mobile device



What you can expect

Joining your Department and Medical Staff Teams

Step 1: Set up MS Teams one time on each device

Step 2: Customize Teams for your needs

You're in! Start using Teams to **connect, chat, meet,**
and **share files** with colleagues

Resources for setting up

Quick Setup Guide

- Set up MS Teams and customize your own Team

Detailed Onboarding Manual

- More instructions for setting up and using Teams

Clip Training – short demo videos

- Go to: <https://vpp.cliptraining.com>
- Select the **big orange button: Microsoft 365 Login**
- Select **your account**
- In left menu, select [Course Library](#)
- Select [Teams Training](#)



Go to Clips

Note: Instructions cover common steps and interfaces on PCs and Apple iPhones – but can vary across different devices, operating systems, browsers, and MS Teams version updates.

Support

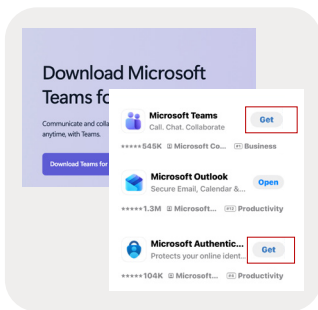
General Technical Support

PHC Service Desk **604-806-9333** [or chat here](#)

Other support needs

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- Resolve MS Teams License alerts
- Arrange for health authority credentials
- Create a new division or interdepartmental Team
- Troubleshooting
- Medical staff inquiries about this initiative



Download MS Teams

Computer

Onsite at a facility computer:
Open MS Teams from Windows Start menu
On your own computer:
[Download MS Teams](#)

Mobile

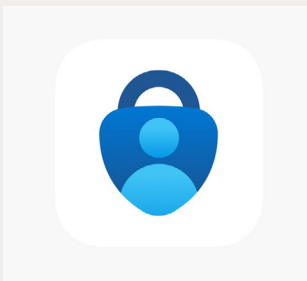
Download ‘Microsoft Teams’ from the Apple or Google App Store



Or scan QR code



Required setup on your mobile device for using MS Teams securely



Set up Multi-Factor Authenticator (MFA)

Onsite at a facility computer

- **Sign in** with your health authority login
- On web browser go to:
<https://aka.ms/mfasetup>
- On ‘**More information required**’ select ‘**next**’
- On the ‘**MFA SSPR**’ page select ‘**next**’

Remotely

- **First: Get a temporary access code** from Service Desk: **604-806-9333** or [here](#)
- **Open browser** to:
<https://aka.ms/mysecurityinfo>
- **Sign in** with health authority login and the temporary access code

- On your phone: **download ‘Microsoft Authenticator’** from the **App Store**
- Add your account: **Tap +** (top right) > select **Work**
- **Scan QR code** in the browser and ‘**next**’
- **Approve notification** in the Authenticator App on mobile

Sign into MS Teams



If you see “Your license doesn’t include access to Microsoft Teams” request support (see page 1)

Sign into PHC MS Teams with your health authority login

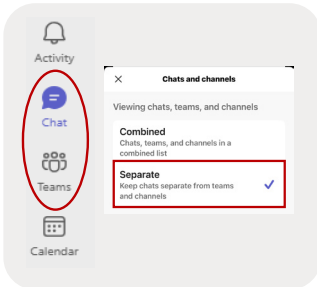
- E-mail address and password

Manage multiple MS Teams accounts, e.g. PHC + UBC + Personal

- You can see **notifications for other active accounts** even when logged into PHC
- **To toggle accounts**, tap your profile picture / initials at the top
- **Unread items** in accounts will show a red notification badge ●



Set up quick and direct access to your channels



Separate Teams and Chats

Split Teams and Chats into distinct tabs in your window

Computer

- Go to **Settings** in the main **MS Teams** menu (top left) or within the MS Teams app top right (...)

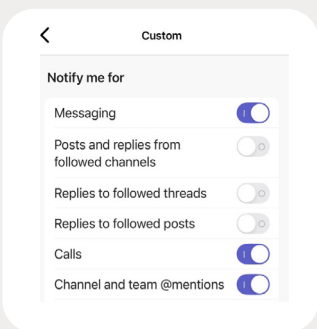
Mobile

- On MS Teams, tap your **profile picture/initials** (top-left) > Tap **Settings**

- Choose **Chats and Channels**
- Change** from **Combined** to **Separate**



Reduce noise while keeping your most important alerts



Set preferences for general notifications

Computer

- On MS Teams, go to the **top-right corner of the window** > click your profile picture or initials
- Select **Settings** > **Notifications** and **Activity**

Mobile

- Step 1:** FIRST, go to your phone's universal **Settings** > **Notifications** > allow **MS Teams** (toggle)
- Step 2:** In MS Teams, tap your **profile picture/initials** (top left) > Tap **Settings**

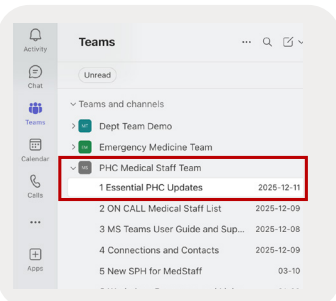
Set your preferences for how you would like to be notified

New posts, messages, replies, meetings • Quiet hours or days • Alert sounds, badges

Tip: Turn on "Replies to followed threads and posts" to be alerted to activity in your active chats (or turn off)



Set alerts for your important channels and "Essential PHC Updates"



Set notifications for your channels

Computer

- On MS Teams go to: **Medical Staff Team** > **Essential PHC Updates** channel
- Click (•••) in the channel name for more channel options
- Choose **Channel Notifications** options: **Banner and Feed**

Mobile

- On MS Teams select the **Medical Staff Team** > **Essential PHC Updates** channel
- Tap channel name at the top for more options
- Select **Notify for all new posts**

Repeat for the other Team Channels most important to you